



# Residential Plans Examiner Review Form for HVAC Load Calculations and Duct System Design

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## Requirements for Residential HVAC System Submittals

When submitting heat loss & heat gain calculations and HVAC duct distribution system designs for review and approval, **TWO (2)** copies of the following information shall be included:

1. A completed ACCA Residential Plans Examiner Review Form with site plan showing orientation
2. Manual J 1 Form with supporting worksheets
3. Manual J 1 AE Form with supporting worksheets
4. Manual D Friction Rate Worksheet
5. Duct Distribution System Layout
6. Proposed Equipment Model Numbers and Equipment Cut sheets indicating Airflow Capacities, Heating BTU's, Cooling BTU's and External Static Pressures

**NOTE**  
**If Geothermal**

- 7. JCSA Plan Review Form for Geothermal Wells

Residential HVAC System submittals shall include the seal and signature of the engineer under whose supervision they were prepared, or shall include the Name, Address and Master Tradesman's Card number of the Master Mechanic under whose supervision they were prepared.

2006 Virginia Residential Code (VRC):

M M1401.3 - SIZING  
M1601.1 - DUCT DESIGN

**Please make sure all information entered has supporting documentation and see bulleted items below for fillable forms and detailed instructions. Deviations from these guidelines may result in a failed review during permit applications process.**

- [Residential Plans Examiner Review Form for HVAC Load Calculations \(Loads, Equipment, Ducts\)](#)
- [Residential Plans Examiner's HVAC Plans Review Checklist](#)
- [Friction Rate Worksheet](#)
- [Understanding and Using the HVAC Design Review Form](#)
- [Illustrated Example - Furnace and Air Conditioner](#)
- [Illustrated Example - Heat Pump](#)
- [JCSA Plan Review for Geothermal Wells](#)